



# Central City Line

## Steering Committee Meeting #22

November 30, 2023 | 3:00 PM  
**SRTC Conference Room #504**



**Meeting Location:** Spokane Regional Transportation Council (SRTC), Paulsen Center Building, 421 W. Riverside Ave., #504, Spokane, WA 99201

**Meeting Purpose:** Provide an update on project status and recognize the Committee

**Meeting Agenda:**

Item	Lead
<b>Welcome, Introductions, and Agenda Review (5 min.)</b>	Colleen Gardner, Chair
<b>Public Expressions (5 min.)</b>	Chair
<b>Administrative Tasks (5 min.)</b> <ul style="list-style-type: none"> <li>• Approval of October 20, 2021 Meeting Minutes</li> <li>• Approval of April 20, 2022 Meeting Minutes</li> <li>• Approval of November 29, 2022 Meeting Minutes</li> <li>• Approval of May 2, 2023 Meeting Minutes</li> </ul>	Chair
<b>Recognition (15 min.)</b>	E. Susan Meyer, CEO
<b>City Line Service Level and Ridership Update (10 min.)</b>	Staff
<b>Engagement Lessons and Feedback (30 min.)</b>	Karl Otterstrom
<b>Closing Remarks (5 min.)</b>	E. Susan Meyer, STA

**Documents/Files Distributed**

Date	Method	File/Document Name
11/22/23	Calendar Invite	CCL - SC Meeting 22 Packet.pdf

**CENTRAL CITY LINE STEERING COMMITTEE**  
**MEETING**

**DRAFT** Minutes of October 20, 2021

Zoom Meeting

**MEMBERS/ALTERNATES PRESENT**

Kevin Brockbank, Spokane Community College  
Marlene Feist, City of Spokane  
Jackie Fulton, Visit Spokane  
Colleen Gardner, Chief Garry Park Neighborhood  
John Lemus, People First  
E. Susan Meyer, Spokane Transit Authority  
Jon Schad, Washington State University  
Harlan Shellabarger, West Representative  
Juliet Sinisterra, University District Dev. Assoc.  
John Sklut, Gonzaga University  
Frank Tombari, East/Valley Representative  
Amber Waldref, Logan Neighborhood Council

**MEMBERS ABSENT**

Vacant, Greater Spokane Inc.  
Stephanie Curran, Spokane Public Facilities Dist.  
Kathy Fritchie, Browne's Addn. Neighborhood  
Gordon Hester, Downtown Business Rep.  
Lori Kinnear, City of Spokane  
Mark Richard, Downtown Spokane Partnership  
Jim Kolva, Riverside Neighborhood Council  
Steve Trabun, Avista Corporation

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Brandon Rapez-Betty, Director of Communications &  
Customer Service  
Dan Wells, Deputy Director of Capital Development  
Don Skillingstad, Capital Projects Manager  
Jeff Logan, Construction Manager  
Nick Hanson, Capital Projects Manager  
Denise Thorson, Project Control

**CONSULTANTS/GUESTS**

John Lien, SRTC  
Rich Proszek, City of Spokane  
Tirrell Black, City of Spokane  
Colin Quin-Hurst, City of Spokane  
Giacobbe Byrd, City of Spokane  
John Gillette, Community Colleges of Spokane

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Colleen Gardner called the meeting to order at 2:06 PM. Roll was called.

**2. ELECTION OF A COMMITTEE CHAIR / VICE CHAIR**

Chair Gardner opened up the floor to nominations for the Committee Chair and Vice Chair. Ms. Amber Waldref moved to recommend Ms. Colleen Gardner be elected Chair of the Central City Line Steering Committee. Ms. E. Susan Meyer seconded the motion and it passed unanimously.

Chair Gardner opened up the floor to nominations for the Committee Vice Chair. Ms. Waldref moved to recommend Mr. Harlan Shellabarger to be elected Vice Chair. Ms. Meyer seconded the motion and it passed unanimously.

### **3. PUBLIC EXPRESSIONS**

None.

### **4. ADMINISTRATIVE TASKS**

Chair Gardner presented the February 17, 2021, meeting minutes for approval. Mr. John Lemus moved to approve the February 17, 2021, committee meeting minutes. Mr. Shellabarger seconded the motion and it passed unanimously.

### **5. PROJECT SCHEDULE DISCUSSION**

Ms. Meyer shared the City Line project presentation she made to the Board Committees on October 6, 2021. The City Line is a 6-mile, corridor based, bus rapid transit (BRT) route that begins to the west in Browne's Addition and goes through the central business district, the U-District (including Gonzaga), through multiple neighborhoods, and East to Spokane Community College. A 60', five door, battery electric bus serves this route with stations on both the right side and the left side. Ms. Meyer reviewed Stations 19A & B and their amenities. On Spokane Falls Blvd., the shelter (the main amenity) on the station is part of the permanent infrastructure that is intended to make it more rail-like. The service will be frequent and will run from early in the morning until late night/early in the morning. The project budget is \$92.2M, and STA has recently received additional federal funds totaling about \$61M that will offset some of the local commitment, and a total of \$17.2M in state of Washington funds (including \$15M from the 2015 Connecting Washington package), and \$14.5M in local STA funds. The City Line opening was scheduled for May 2022, until a Covid related, supply chain shortage impacted the shelters. As a result, STA is proposing to FTA and sharing with this Committee, that July 2023 is the new revenue service date launch. This new launch date does not change the budget. STA has \$11.2M that staff projects as being under budget. Some of the delay related costs have reduced the original \$14M to \$11M. This date change will allow time for the City of Spokane to complete Riverside Avenue, and to conduct additional end-to-end system testing. The supply chain shortage relates to the rolled tube steel on the City Line shelters which have been delayed by about 10 months. The manufacturer in Wisconsin (Future Systems) is assembling a prototype which will be approved in November, and then the rest of the materials will be ordered. The tube steel (2,000 linear feet), however, has been early ordered for the 29 stations. The shelters will be installed by another company (from Spokane) and that contract has been awarded. City Line civil construction is just about done, the buses have arrived, and the project is going well.

Ms. Waldref asked about the impact that the new City Line launch date will have on the updating of the routes that intersect with the City Line and the timing of those changes. Mr. Karl Otterstrom responded that he will present this information later in the meeting.

Mr. Frank Tombari asked about construction details as pertains to a manufacturer located in Wisconsin and an installer located in Spokane. Is there insurance, bonding in place in case the measurements are wrong because cement has already been poured with the connecting pieces in the base. That would mean refabrication, that's delay, so who pays for that. Ms. Meyer responded that

the manufacturer in Wisconsin will create a prototype, ship it to Spokane and the installer will assemble the Prototype in Spokane. Mr. Wells responded that staff has built in design tolerances for the conduit stub out locations and the footings for the shelters. The shelters will be anchored sub-grade so the shelter legs will actually be bolted to footings that are six (6) inches below the sidewalk, and there is a little bit of play there. Once everything is installed, the shelter legs will be covered up with concrete so there is nothing to trip over. The prototype will arrive first, be assembled in Spokane, all details will be confirmed before placing any final orders. Necessary steps have been taken to accommodate the individual tolerances at each station – slopes, horizontal and running slopes, etc. Only long lead items have been ordered in bulk. The contract with the fabricator and the contract with the installer have including bonding. A third-party quality control consultant has been hired in Wisconsin to oversee the fabrication of the prototype there before it is shipped to Spokane. There will be additional consultants here in Spokane as well.

Ms. Meyer added that various schedules regarding the timing of the service and building the shelters was discussed. It was decided that starting the service and shelters at the same time was the best solution in order to limit detours and traffic distractions. The City Line is a combination of great service at substantial stations.

## **6. OTHER PROJECT UPDATES**

Neighborhood Art - Mr. Wells presented a brief update. STA has been working with Spokane Arts since 2018 to help identify and design station identification art at each City Line station. Stations have been grouped by geography or neighborhood. Spokane Arts has worked to bring local artists on to create artwork for each of those stations. At this point, STA has received almost all of the drafts for the artwork, and are preparing an internal review process; confirming the art before the procurement and fabrication phase in 2022. STA and Spokane Arts is working on a presentation that introduces the artwork, the artists, and the inspiration behind the artwork. Details forthcoming in the future. Chair Gardner requested a time frame for the presentations as many of the neighborhood councils schedule the content for their meetings in advance. Mr. Brandon Rapez-Betty will provide that to Chair Gardner.

Browne's Addition Shelter – Mr. Otterstrom reminded the Committee that when the neighborhood art concept for City Line stations was being developed, the Board introduced the opportunity to neighborhoods to choose a different design. The Board approved Browne's Addition's request, with some conditions including participating in the costs of the new design. Browne's Addition is very interested in having a roof structure and type that mimics the shelters that were built in the 1980s. STA is working with Browne's Addition to create a design they will approve. STA is excited to integrate with the Browne's Addition historic neighborhood.

Public Outreach – Mr. Rapez-Betty reported that STA is implementing and planning continued outreach. This year's focus is construction awareness, vehicle testing and training awareness (i.e., internal STA staff – maintenance teams, training team, etc.), and raising awareness that the service will now launch in 2023. Staff maintains the City Line construction website and project website which includes graphic descriptions of pedestrian pathways through the construction, as well as traffic detours. Post cards have been mailed to addresses within a quarter mile of any of the construction sites. There have been billboard advertisements around the construction route which began in April and will continue to be up until November 2022. In 2022, the same awareness will continue via letters, post cards. Testing and training on the vehicles will continue. In addition, there a lot of effort into

the Fare Collection System and the policy around it. STA will also promote transit investments in other corridors. As people begin to understand about City Line and the benefits it is going to bring, STA will begin advertising about the Division Line Corridor; another project which is gaining momentum throughout the region. There will be other corridors that will need awareness. In 2023, there will be a significant ridership campaign and education; explaining how to ride the system successfully as this “is a whole new level of transit service.” Social media videos, and a very large and very exciting City Line ribbon cutting celebration “extravaganza” through each area that the route goes through acknowledging their contribution. STA had to forego many groundbreaking because they took place during the “shut down”.

## **7. CITY LINE ADJACENT PROJECTS**

Fixed Route Service Planning – Mr. Otterstrom reminded the Committee that there was an extensive public outreach to identify, design and plan for improvements to a variety of routes in the region, especially Northeast Spokane and the Spokane Valley, which connect to the City Line. With the change in the timeline, STA will now implement the approved changes in two packages:

- Package 1 – Implement May 2022
- Package 2 – Implement with City Line (July 2023)

Fare Collection System Project – Mr. Rapez-Betty reported that the Fare Collection System is on track. This new account-based system launches October 2022 and features: new contactless smart card (“Connect” card), new mobile payment options, expanded retail locations for purchasing Connect cards, and open payments onboard with contactless credit cards. Cost-effective ticket vending machines will be at selected stations and locations, and handheld fare inspection devices will support proof-of-payment operations while maintaining existing fareboxes for cash collection. Customers using this system will experience faster boarding times. This program allows institutions to manage fares for their own clients which puts the power in their hands to make decisions more quickly, and it is set up in a way that maximizes that organization’s value. A paper proximity card (“Limited Use” card) will still be available for organization’s that do not have the capacity to manager online systems. Additional creative solutions can be designed for unique situations as they arise. Fare Policy outreach will probably start next month.

Riverside Avenue Rebuild (City of Spokane) – Mr. Rich Proszek reported that the City of Spokane is in the design stage of a long plan to upgrade Riverside to include a bicycle improvements and two (2) bus stops. The scope of work for this project includes asphalt grind and overlay from Division to Wall Street, pavement striping, ADA ramp upgrades, a signal upgrade and utility work (i.e., the aging water lines and communication system upgrades). Construction is expected to last from Spring 2022 – Fall 2022.

Transit Oriented Development (TOD) Project (City of Spokane) – Mr. Colin Quin-Hurst reported that there is a zoning and land use accessibility study under way, currently in Phase III, and expect to complete this project by the end of this year. The purpose of the study is to identify an approach for transit supportive regulatory changes and priority infrastructure investments that can be applied along high-frequency transit corridors. There were three stations that stood out for TOD: the Athletic Center at McCarthy, Napa and Mission, and Regal and Mission. Mr. Quin-Hurst reviewed development concepts. Currently, assessment of zoning and land use policy need to happen to support this level of development. Through this process, the City of Spokane has been keeping in touch with the neighborhood councils, through a steering committee, and with the assistance of a consultant. A focus

of the project is to improve corridors for walking and biking. Mr. Otterstrom added that the Division process is an integrated study and partnership championed by SRTC to create a partnership with the City, Spokane County, WSDOT, and STA to develop a multi-modal plan that takes into account transit and the act of transportation and how that can support future land use. DivisionConnects.org provides additional information. Meanwhile, STA partnered with the City and Spokane County to submit a grant for TOD planning; a special grant program FTA has for corridors that are expected to be fixed guideway projects such as the Division Corridor project.

#### **8. 2022 COMMITTEE ENGAGEMENT**

Mr. Otterstrom reminded the Committee that there was discussion regarding having a meeting every 6 months, having email updates in the intervening months, and this upcoming meeting would be the last before the launch of the City Line, and one final meeting afterward to celebrate and gather feedback. The Charter of this group continues to implementation so the Committee will plan on additional meetings until that time. Email updates will continue as well. Within the next few weeks, the City Line shelter prototype will arrive; Committee members can take an electric bus to visit at Moran Station to watch the first shelter be erected. One of the meetings could be scheduled with a tour on a bus together. Feedback was requested.

#### **9. CLOSING REMARKS**

Mr. Otterstrom thanked the Committee for today's discussion, and reviewed the City Line map at City Line Construction.

#### **10. ADJOURN**

Chair Gardner adjourned the meeting at 3:24 p.m.

Respectfully Submitted,

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Karl Otterstrom, Director of Planning and Development  
Steering Committee Secretary

**CENTRAL CITY LINE STEERING COMMITTEE**

**MEETING**

**DRAFT** Minutes of April 20, 2022

City Line Workshop Bus Tour

**MEMBERS/ALTERNATES PRESENT**

Kevin Campbell, Downtown Spokane Partnership  
Kevin Brockbank, Spokane Community College  
Marlene Feist, City of Spokane  
Colleen Gardner, Chief Garry Park Neighborhood  
Jim Kolva, Riverside Neighborhood Council  
John Lemus, People First  
Jake Mayson, Greater Spokane Inc.  
E. Susan Meyer, Spokane Transit Authority  
Jon Schad, Washington State University  
John Sklut, Gonzaga University  
Amber Waldref, Logan Neighborhood Council

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Dan Wells, Deputy Director of Capital Development  
Don Skillingstad, Senior Project Manager  
Nick Hanson, Capital Projects Manager

**CONSULTANTS/GUESTS**

Katherine Miller, City of Spokane  
Steve MacDonald, City of Spokane  
Spencer Gardner, City of Spokane

**MEMBERS ABSENT**

Stephanie Curran, Spokane Public Facilities Dist.  
Kathy Fritchie, Browne's Addn. Neighborhood  
Vacant, Visit Spokane  
Gordon Hester, Downtown Business Rep.  
Lori Kinnear, City of Spokane  
Harlan Shellabarger, West Representative  
Juliet Sinisterra, University District Dev. Assoc  
Frank Tombari, East/Valley Representative  
Steve Trabun, Avista Corporation

**1. MEETING PURPOSE**

The purpose of the meeting was to tour the City Line route and observe the construction progress to date.

**2. CITY LINE TOUR**

The Committee members met at the STA Administration building at 2:00 PM and promptly boarded the bus and conducted a tour of the City Line. Staff provided information about the various station locations.

There were no actions or decisions taken during the tour.

Respectfully Submitted,

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Karl Otterstrom, Director of Planning and Development  
Steering Committee Secretary

**CENTRAL CITY LINE STEERING COMMITTEE**  
**MEETING**

**DRAFT** Minutes of November 29, 2022  
Zoom Meeting

**MEMBERS/ALTERNATES PRESENT**

Emilie Cameron, Downtown Spokane Partnership  
Colleen Gardner, Chief Garry Park Neighborhood  
Lori Kinnear, City of Spokane  
E. Susan Meyer, Spokane Transit Authority  
Katherine Miller, City of Spokane  
Harlan Shellabarger, West Representative  
Juliet Sinisterra, University District Dev. Assoc.  
John Sklut, Gonzaga University

**MEMBERS ABSENT**

Kevin Brockbank, Spokane Community College  
Jake Mason, Greater Spokane Inc.  
Stephanie Curran, Spokane Public Facilities Dist.  
Kathy Fritchie, Browne's Addn. Neighborhood  
Gordon Hester, Downtown Business Rep.  
Jim Kolva, Riverside Neighborhood Council  
John Lemus, People First  
Jon Schad, Washington State University  
Frank Tombari, East/Valley Representative  
Steve Trabun, Avista Corporation  
Vacant, Visit Spokane  
Amber Waldref, Logan Neighborhood Council

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Brandon Rapez-Betty, Chief Operations Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Dan Wells, Deputy Director of Capital Development  
Don Skillingstad, Senior Project Manager  
Nick Hanson, Capital Projects Manager  
Denise Thorson, Project Control Specialist

**CONSULTANTS/GUESTS**

John Lien, SRTC  
Tirrell Black, City of Spokane

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Colleen Gardner called the meeting to order at 2:03 PM. Roll was called. No quorum. Chair Gardner suspended the approval of minutes.

**2. PUBLIC EXPRESSIONS**

None

**3. ADMINISTRATIVE TASKS**

None; due to the lack of a quorum.



#### **4. PROJECT SCHEDULE DISCUSSION**

Mr. Karl Otterstrom reviewed the City Line project schedule from November 2022 – July 2023. STA is still tracking to July 2023 and has remained unchanged since the fall of 2021 when STA delayed a year due to a delay in the delivery of rolled tube steel. All of the rolled tube steel has now been delivered and installed, and this is the schedule of the rest of the elements established at that time. Mr. Dan Wells, Deputy Director of Capital Development and the City Line Implementation Lead, presented the project milestones to take place during the next 8.5 months prior to the launch of the revenue service.

##### **Project Milestones (November 2022 – December 2022):**

Amenities installations complete – (except for Browne’s Addition). This includes the all of the flatwork, electrical, installation of the shelters, markers, light poles, benches, leaning rails, etc. By the end of this year, everything should be installed.

Technology installations complete – CCTV cameras installed and tested, marker and arrival/departure signs installed and tested at stations, displays programmed, display templates complete, media players and displays installed in all vehicles. By the end of this year, everything should be installed.

Operator markup - STA is in the middle of mark-up with 10 positions open for operators to fill which are assigned to the City Line for testing; this would be a core group of operators to get STA through the testing phase next year and through revenue service launch. Names should be announced next week.

Chair Gardner asked about the nature of the Browne’s Addition delay. Mr. Wells responded that it is due to the Browne’s Addition Neighborhood Council request for a customized shelter roof. This request required some additional internal and external approvals, and coordination with the fabricator and architect. All materials have been received. Fabrication begins next week.

##### **Project Milestones (January 2023 – March 2023):**

Browne’s Addition shelters delivered

Systems testing – end-to-end pilot testing phase begins in January. Testing integration and functionality across all stations, vehicles, backend systems, and communications systems. Currently, STA has a trainer that has been creating all of the trainer plans.

Station signage fabrication complete

Rider pilot testing program complete

Service schedule complete

##### **Project Milestones (April 2023 – May 2023):**

Browne’s Addition shelters - installed and tested

Station signage installations

Fare equipment installed – 13 ticket vending machines; all the remaining fare validators

Systems Testing – route dry run testing phase; 10 operators will start simulating phases of the revenue service schedule – customer boarding and alighting, etc.

Transit signal priority testing complete – working with the City of Spokane; will operationalize in January.

Main Avenue center parking reconfiguration complete – awaiting good weather to begin; Mr. Otterstrom added that STA has been working closely with the businesses and property owners on

this block and keeping City Council members apprised of this collaboration. It is a betterment for buses and other traffic.

**Project Milestones (June, 2023 – July, 2023):**

Final systems testing as needed

Service launch preparations – station cleaning and vehicle cleaning

Celebrations

Ribbon cutting

Revenue service launch

**5. LAUNCH CELEBRATION PLANNING**

Ms. Carly Cortright reviewed the initial City Line launch celebration plans. Communications envisions multiple events over several days, each with a different focus: Grand Ceremony – including all of the dignitaries, a big splash; Community Celebration – localized fun, several block parties in multiple locations (highlighting all of the neighborhoods involved), possibly different themes, passport to ride the City Line to the different parties; Employee Picnic – to recognize the employees who have gone above and beyond; Partner Appreciation Event – including the Steering Committee members, consultants, Spokane Arts and our artists. One possibility could be a parade, to be as inclusive, visible and celebratory as possible. Details be will finalized and shared in 2023. Ms. Cortright reviewed a draft listing of those who have helped on the City Line.

Ms. Katherine Miller asked if other neighborhoods would participate if they didn't live in a neighborhood associated with the City Line. Ms. Cortright responded that all neighborhoods would be invited.

Chair Gardner suggested that there be a single contact person for each neighborhood represented. Ms. Cortright agreed.

Ms. Juliet Sinisterra suggested a City Line Bus Tour with the Artists while driving the route. Ms. Tirrell agreed with the suggestion.

**6. CLOSING REMARKS**

Chair Gardner is stepping back from many of her neighborhood responsibilities/involvement. She resigned from the Community Assembly after 10 years of service, in 2021. She chose not to run for Chair of Chief Gary Park after 10 years of service; she will still be involved with the neighborhood, and she fully intends to see the City Line project through until the end.

E. Susan Meyer thanked Chair Gardner for her leadership and participation these past 10 years. She saluted the STA Team – lead by Karl Otterstrom, Dan Wells (project master), Don Skillingstad, Nick Hanson – that has been diligently working hard to bring us to the July 15 launch of the first bus rapid transit (BRT) project in Eastern Washington with 5-door, serving both sides of the street, battery electric, 60', purple beautiful buses. Lori Kinnear will be the Chair presiding over the launch of the City Line. It is the largest grant (\$53.4 million) STA has received from the Federal Transit Administration; \$15 million from the State for this \$92.2 million project. The project is expected to come in significantly under budget. Ms. Meyer shared that there is already a \$52 million commitment

for the next bus rapid transit line which is the Division BRT. STA worked diligently to bring this next project to fruition. Ms. Meyer thanked the Committee for their support along the way.

Chair Gardner thanked STA staff for all of the work, communication, effort, willingness to attend the neighborhood council meetings, etc. She is looking forward to celebrating the launch.

Mr. Otterstrom shared that there will be one more meeting prior to the launch in spring of 2023; and perhaps one meeting after the launch for “lessons learned.” Mr. Otterstrom will send out a monthly update.

Ms. Meyer added that STA is hiring; there are many open positions. STA is paying \$3,000 to new hires – the first half after 30 days, and the second half after probation. STA is paying a \$2,000 retention bonus for those who stay working at STA (Dec, before City Line, after City Line). Send people to [SpokaneTransit.com](http://SpokaneTransit.com) to apply. Please let STA know if a recommendation is made.

## **7. ADJOURN**

Chair Gardner adjourned the meeting at 2:52 PM.

Respectfully Submitted,

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Karl Otterstrom, Chief Planning and Development Officer  
Steering Committee Secretary

**CENTRAL CITY LINE STEERING COMMITTEE**

**MEETING**

**DRAFT** Minutes of May 2, 2023

Zoom Meeting

**MEMBERS/ALTERNATES PRESENT**

Kevin Brockbank, Spokane Community College  
Emilie Cameron, Downtown Spokane Partnership  
Cyndi Donahue, University District Dev. Assoc.  
Colleen Gardner, Chief Garry Park Neighborhood  
E. Susan Meyer, Spokane Transit Authority  
Jon Schad, Washington State University  
Harlan Shellabarger, West Representative  
John Sklut, Gonzaga University

**MEMBERS ABSENT**

Stephanie Curran, Spokane Public Facilities Dist.  
Marlene Feist, City of Spokane  
Kathy Fritchie, Browne's Addn. Neighborhood  
Gordon Hester, Downtown Business Rep.  
Lori Kinnear, City of Spokane  
Jim Kolva, Riverside Neighborhood Council  
John Lemus, People First  
Jake Mayson, Greater Spokane Inc.  
Frank Tombari, East/Valley Representative  
Steve Trabun, Avista Corporation  
Vacant, Visit Spokane  
Amber Waldref, Logan Neighborhood Council

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Dan Wells, Deputy Director of Capital Development  
Don Skillingstad, Senior Project Manager  
Nick Hanson, Capital Projects Manager  
Denise Thorson, Project Control Specialist

**CONSULTANTS/GUESTS**

Lois Bollenback, SRTC  
Tirrell Black, City of Spokane

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Colleen Gardner called the meeting to order at 11:03 AM. Roll was called. No quorum. Chair Gardner suspended the approval of minutes.

**2. PUBLIC EXPRESSIONS**

None

**3. ADMINISTRATIVE TASKS**

None; due to the lack of a quorum.

**4. PROJECT STATUS**

Don Skillingstad informed the committee that there are only 74 days to the launch of the City Line. He explained that there is a lot of work going on right now. The station amenities are nearly complete, with the final stations being the Browne's Addition stations, which should receive substantial completion today. Signage is being designed and manufactured by STA staff and should be installed in the next 2-3 weeks at all stations. The Phase I drivers are almost done training on the vehicles.

The next 30 drivers will markup this week and begin training in about 3-weeks. The testing team continues to test all of the technology and systems. STA will be completing another round of testing to try and break things and provide fixes before launch. Mr. Skillingstad ended by stating everything is moving forward with no major issues that would delay the launch.

Karl Otterstrom gave an update on the status of the station completions and reviewed each of the station types. Lois Bollenback (SRTC) asked about ADA compliance and whether STA was considering of that. Dan Wells explained that the design and construction of all of the stations was mindful of ADA and all stations meet ADA requirements which include braille on placards, truncated domes at the street side curb, accessible ways and ADA ramp slopes.

Mr. Otterstrom reviewed the various railing panels used through the corridor, the neighborhood identification and station signage, vehicle and station digital displays and training and testing status. There were no questions.

Mr. Otterstrom informed the committee that the STA Board of Directors voted to operate the City Line fare free until September 4, 2023 (Labor Day). Chair Gardner asked if riders can just board without providing anything and Mr. Otterstrom said yes, the rides are free.

## **5. LAUNCH CELEBRATION PLANNING**

Carly Cortright reviewed the City Line launch activities. Activities will include community celebrations and a ribbon cutting. There will be five (5) neighborhood celebrations, one each in Coeur d'Alene Park, Wall St. downtown, WSU in the University District, Mission Park and Chief Garry Park. Celebrations will include activities, music, light snacks. These will occur on July 15. The first bus will leave Coeur d'Alene Park at 11:15 AM, after brief words from the CEO.

Ms. Cortright went on to discuss the ribbon cutting event which will occur on July 18 at Station 21A on the Gonzaga campus. There will be speakers, VIP seating, light refreshments, snacks and will include a bus driving through a ribbon or graffiti cannon. There were no questions.

## **6. FINAL MEETING**

Mr. Otterstrom stated there will be one final meeting in the Fall. The purpose of the meeting will be to discuss lessons learned and acknowledge the committee and it's members for the dedication to the project and the process.

## **7. CLOSING REMARKS**

CEO E. Susan Meyer acknowledged each of the members present and thanked them for their contribution to the project. Each member was excited for the opportunity and are anxious for the launch. Ms. Meyer also thanked Mr. Otterstrom for his leadership, Dan Wells for this leadership and expertise, and Don Skillingstad, Nick Hanson and Denise Thorson for their work on the project.

Chair Gardner expressed her gratitude for STA including the neighborhoods in the process and wished all agencies were as active as STA with neighborhoods. Chair Gardner called for any last questions. There were none.

## **8. ADJOURN**

Chair Gardner adjourned the meeting at 11:57 AM.

Respectfully Submitted,

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Karl Otterstrom, Chief Planning and Development Officer  
Steering Committee Secretary